

Central Purchasing

Mission:

The Central Purchasing Division provides procurement of goods and services for all offices, agencies, and boards within York County and York County School Division. The purpose is to realize cost savings from consolidation of purchasing actions for both organizations, and to standardize procedures so as to achieve Countywide consistency in procurement policy and vendor/supplier relations.

Goals:

- Procure goods and services at the least cost and in a timely manner, consistent with County policy.
- Provide for the disposal of surplus County property.

Implementation Strategies for FY2003:

- Implement Electronic Commerce approach to procurement functions.
- Develop database access on County Intranet for bid-list, Local Vendor Bid-List, Bid Library, Contracts, etc. Implement active server pages.
- Develop database access on Internet site for bids and vendor registration.
- Provide services during regular business days for procurement functions and on an “as needed” basis for surplus property (usually outside regular business hours).
- Regular requisitions are to be processed as follows:

\$ Amount	Lead Time
Under \$1,000	Same day
\$1,000 - \$5,000	10 days
\$5,000 - \$15,000	25 days
\$15,000 - \$30,000	45 days
Over \$30,000	60 days

- Continue “Outreach” efforts to local vendor community.
- Continue archiving the files associated with purchasing transactions through electronic storage medium.

Budget Issues:

- For FY2003, there are no significant changes.

General Fund Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Original Budget	FY2002 Expected Appropriations	FY2003 Adopted Budget
50129 Central Purchasing						
Personnel Services	234,724	240,210	250,825	260,966	260,966	275,053
Contractual Services	1,422	3,517	1,825	5,160	5,160	6,850
Internal Services	3,760	2,724	2,147	3,200	3,200	2,740
Other Charges	8,022	9,524	5,457	10,350	10,350	10,160
Materials & Supplies	4,312	4,497	6,323	5,785	5,785	5,325
Capital Outlay	1,199	3,913	3,267	2,000	2,000	3,100
Activity Total	<u>253,439</u>	<u>264,385</u>	<u>269,844</u>	<u>287,461</u>	<u>287,461</u>	<u>303,228</u>
Percentage Change	2.82%	4.32%	2.06%	6.53%	N/A	5.48%

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	3.00	3.00	3.00	3.00	3.00	3.00
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	-	-	-	-	-	-
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

